Functions:

Article 7 functions:

Participants

7-42-3

- Imported from invite
- Modifiable for true representation

Check

• Verify conference record is complete

<u>Finalize</u>

- Establish dates the IEP is in effect
- Collect signatures
- Finalize for electronic access

Report

- Print records
- Reports also available on dashboard for easy access
- Includes Summary of Performance

Service Plan

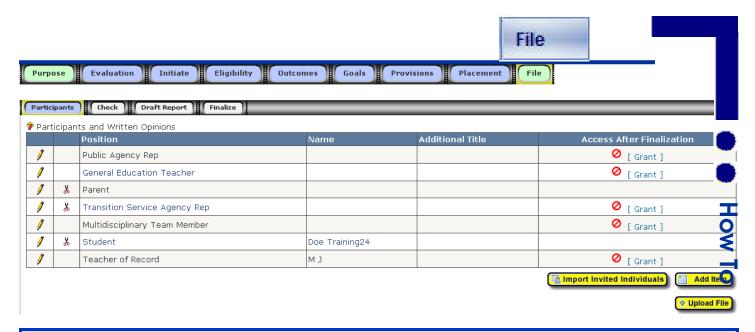
Option to flip file into a service plan

Revise IEP

 Option to reopen a new copy with all content saved in order to make revisions



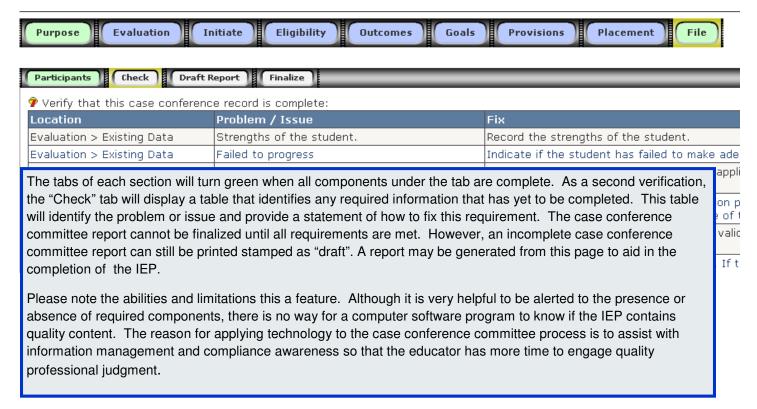
Page 1 v1.7



At the conclusion of the meeting, the participation in the case conference committee is recorded. For efficiency reasons, the software brings forward the same list of individuals who were invited to the meeting, but the user must verify that this list is accurate.

Corrections of name and title can be made by clicking on the pencil next to the position that needs to be corrected. Additional members can be added to the list by selecting "Add Item". The individuals with a scissor icon next to the name can be deleted. If a position does not have a scissors next to it, then this means that the representation was required. Members who were excused in whole or in part will also be listed here in a similar table.

Any Participants given access to the open conference is given future access to the finalized file. This access may be removed here. If a participant has a written opinion to submit, this can be uploaded or entered at this time.





Page 2 v1.7



Upon finalization of a case conference committee report, a .pdf file is generated that will be dated and stored with the student's electronic file. Although a copy can be created and opened for revisions at a later date, any finalized report remains unchangeable in the student's record.

Once all case conference committee report requirements are satisfied and the document is ready to be finalized, the user enters the starting date when the IEP will be in effect. The dates that define the initiation or duration of services are not necessarily the same as the dates when the IEP is in effect. Unless there are specific circumstances that would indicate otherwise, the dates when the IEP is in effect should cover the 12-month cycle to assure that each student with a disability has an IEP in effect throughout the year. These dates will be used for compliance monitoring alerts on the dashboard once it is developed.

All appropriate consents and notifications will be produced upon finalization. If a signature pad has been activated, signatures can be collected at this time.

If the parent refuses FAPE in lieu of attendance at a non-public school, documentation to that effect will be produced upon choosing "Finalize for Service Plan". The record will be stored and a new case conference committee report will be opened and entitled "Service Plan". Adjustments can be made to the content and then finalized as a service plan. Both records will be stored in the student's historical electronic file available in the Dashboard under Student Records and the File Cabinet tab.



Page 3 v1.7

Rationale, References, Regulations

Signatures

Q: Where do participants sign the IEP report?

A: It is a widely misunderstood practice that signing an IEP is a compliance requirement for the individuals attending a case conference committee meeting.

Administrators who "sign off" on an IEP without being in attendance at all or part of the meeting may learn that their signature is not legally meaningful.

In comments and discussion to "Development of IEP" (34 CFR 300.324) 2006 IDEA Part B regulations it says, ""There is nothing in the Act that requires IEP members to sign the IEP and we believe it would be overly burdensome to impose such a requirement."

School personnel should understand that the documentation of the IEP meeting is no more meaningful or binding if it contains the signatures of all those who contributed to the decisions. From the perspective of the Division of Exceptional Learners, it is assumed that the finalized case conference committee report contains an accurate record of all those in attendance. Unless there is evidence of the contrary, the report is the documentation of participation.



Page 4 v1.7